

## Registration for exchange students

Log in to the student portal and choose Kurs-/programregistrering.

LUNDS UNIVERSITET

Search

START <sup>x</sup> TUITION **REGISTRATION** INFORMATION ABOUT STUDIES EXAMS, DEGREES & CAREER SERVICES

SUPPORT MY SETT **Course/programme registration**  
Course application  
Decline offer of admission  
Early course discontinuation

WELCOME TO THE STUDENT PORTAL

**News from the Student Reception Desk**

The Student Reception Desk includes International Desk, Study Information, Student Account Support (Stil), and Career Services. We are located at Stora Algatan 4 in Lund, see map below.

We are open Monday-Friday 10:00-14:00.

<http://www.lu.se/images/Intsek/Studentreceptionen.pdf>

[Facebook International Desk](#)

LINKS

**Lund University International Desk**

- [International Desk](#)

**Lund University Libraries**

- [Lund University Libraries](#)
- [Lovisa \(library catalogue\)](#)
- [Summon \(articles and databases\)](#)
- [Find Publications](#)

**Faculties**

Choose semester and click Continue.

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START TUITION **REGISTRATION** INFORMATION ABOUT STUDIES EXAMS, DEGREES & CAREER SERVICES

SUPPORT MY SETTINGS **PHD STUDENT**

COURSE/PROGRAMME REGISTRATION [Return to dashboard](#)

Select semester Choose program/courses Inspect Confirmation

**Registration on program and course**

This is where you can register the program and/or course/s to which you have been admitted. You can also view your previous registrations.

If you do not register you may lose your place and it may be offered to another student.

If there are any doubts in regards to the information displayed, please contact your department.

If you decide to apply for a study leave or non-completion after registration you have to give notice.

**Semester**

Spring 2015

Autumn 2015

Continue

Here you can see your admissions to programmes, courses and/or exchange studies. In the right hand column you get a message if you for some reason cannot register through the student portal. If you study on a programme with registration on programme semesters this must be done first! If it is not possible via the student portal your department must register you for the semester. Then you can register for your exchange studies.

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COURSE/PROGRAMME REGISTRATION [Return to dashboard](#)

Select semester Choose program/courses autumn 2015 Inspect Confirmation

Choose the program and courses you wish to register on. If you are admitted with requirements you must contact your department to be registered.

**Choose program and courses** ✔ = Already made registrations

Program				
Program semester	Title	Specialization	Registration period	Message
<input checked="" type="checkbox"/> 5	Bachelor of Science Programme in Service Management	Retail Management	-	

Exchange studies							
Exchange Program	Credits	Country	University	Responsible Department	Starting Week/Ending Week	Registration period	Message
<input type="checkbox"/>	30.0	China	Tsinghua University	External relations	-	2015-08-10 - 2015-12-20	

**Choose courses**

Courses  
There are no courses available for selection

[Abort](#) [Back](#) [Continue](#)

Tick the alternative/-s that you wish to register for and click Continue.

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COURSE/PROGRAMME REGISTRATION [Return to dashboard](#)

Select semester Choose program/courses autumn 2015 Inspect Confirmation

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**Choose courses**

Courses  
There are no courses available for selection

[Abort](#) [Back](#) [Continue](#)

Inspect and approve your registrations by clicking on Register.

The screenshot shows the 'COURSE/PROGRAMME REGISTRATION' page on the LUND UNIVERSITY website. The navigation menu includes 'START', 'TUITION', 'REGISTRATION', 'INFORMATION ABOUT STUDIES', 'EXAMS, DEGREES & CAREER', 'SERVICES', 'SUPPORT', 'MY SETTINGS', and 'PHD STUDENT'. The 'REGISTRATION' step is active, with a progress bar showing 'Select semester', 'Choose program/courses autumn 2015', 'Inspect', and 'Confirmation'. Below the progress bar, a message states: 'Inspect your choices and approve your registration by clicking on the "Register"-button.' A section titled 'Inspect and approve registrations' contains a yellow warning box: 'No program or courses have been selected'. Below this is a table for 'Exchange studies' with one entry: Tsinghua University, 30.0 credits, registration period 2015-08-10 to 2015-12-20. At the bottom are buttons for 'Abort', 'Back', and 'Register'.

Exchange Program	Credits	Country	University	Responsible Department	Starting Week/Ending Week	Registration period	Message
<input checked="" type="checkbox"/>	30.0	China	Tsinghua University	External relations	-	2015-08-10 - 2015-12-20	

You get a confirmation that the registration has been made. Click on "Show registrations" to view your confirmed registrations (the little arrow) to verify that your registration was finalized.

The screenshot shows the 'COURSE/PROGRAMME REGISTRATION' page on the LUND UNIVERSITY website. The navigation menu is the same as in the previous screenshot. The 'REGISTRATION' step is active, with a progress bar showing 'Select semester', 'Choose program/courses autumn 2015', 'Inspect', and 'Confirmation'. Below the progress bar, a message states: 'Your registration is accepted. Click on "Show registrations" to view your confirmed registrations.' A green confirmation box contains a checkmark and the text: 'Registrations received. We have received registrations for [redacted] for semester autumn 2015 and have fulfilled them.' Below this box is a button labeled 'Show registrations' with a small arrow icon, which is circled in red. At the bottom, there is a link for 'Start over'.

If all went well you should be able to see completed registrations:

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START TUITION REGISTRATION INFORMATION ABOUT STUDIES EXAMS, DEGREES & CAREER SERVICES

SUPPORT MY SETTINGS PHD STUDENT

COURSE/PROGRAMME REGISTRATION [Return to dashboard](#)

Select semester > Choose program/courses autumn 2015 > Inspect > Confirmation

Your registration is accepted. Click on "Show registrations" to view your confirmed registrations.

**Registrations received**  
We have received registrations for [redacted] for semester autumn 2015 and have fulfilled them.

▼ Hide registrations

**Registrations autumn 2015** ✓ = Made registrations

**Exchange student registration**

Exchange Program	Credits	Country	University	Responsible Department	Starting Week/Ending Week	Registration period	Message
✓	30.0	China	Tsinghua University	External relations	-	-	Registration is not allowed. You are already registered for exchange studies this term.

If you would like to try to register again you can [Start over](#).

You can also see your registrations under Information about studies > Results and registrations.

**LUNDS UNIVERSITET**  [Search](#)

START <sup>x</sup> TUITION REGISTRATION INFORMATION ABOUT STUDIES EXAMS, DEGREES & CAREER SERVICES

SUPPORT MY SETTINGS PHD STUDENT

**Results and registrations**  
Certificates and transcripts

Click on the Registrations tab:

Results **Registrations** Admissions

**Program registrations**

Semester	Program	Specialization	Program semester	Title	Credits	Registration type
H15	SGSMA	RETA	5	Bachelor of Science Programme in Service Management	180	FFG
V15	SGSMA	RETA	4	Bachelor of Science Programme in Service Management	180	FFG
H14	SGSMA	RETA	3	Bachelor of Science Programme in Service Management	180	FFG
V14	SGSMA	RETA	2	Bachelor of Science Programme in Service Management	180	FFG
H13	SGSMA	RETA	1	Bachelor of Science Programme in Service Management	180	FFG

**Course registrations**

Semester	Course code	Title	Program	Start week	End week	Credits	Registration type	Non-completion date
V15	KSMB41	Methods and Analytical Skills	SGSMA	201504	201523	15.0	FFG	
V15	KSMA44	Retail Management - Place Development and Business Relations	SGSMA	201504	201523	15.0	FFG	
H14	KSMA32	Service Management: Financial Accounting and Management Accounting in the Service Sector	SGSMA	201436	201503	15.0	FFG	
H14	KSMA31	Service Management: Managing, Organizing and Marketing in Service Organizations	SGSMA	201436	201503	15.0	FFG	
V14	KSMA23	Retail Management - the Store	SGSMA	201404	201423	15.0	FFG	
V14	KSMA25	Service Management: Consumption, Identity and Communication	SGSMA	201404	201423	15.0	FFG	
H13	KSMA12	Service Management: Development of the Service Sector: Economics and Economic Geography Perspectives	SGSMA	201336	201403	15.0	FFG	
H13	KSMA11	Service Management: Introduction to Service Management and Service Studies	SGSMA	201336	201403	15.0	FFG	

**Exchange studies**

Semester	Exchange Program	Credits	Country	University	Responsible Department	Starting Week/Ending Week
20152	Bilateral avtal	30.0	China	Tsinghua University	External relations	-

**Approved study break**  
There are no Student breaks